

**INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION**

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2).

1. Post
Ho Chi Minh City2. Agency
STATE3a. Position Number
A52627

3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block.

☐ Yes ☐ No If yes, please provide position number:

4. Reason for Submission

☐

a. Redescription of duties: this position replaces

(Position Number) _____, (Title) _____ (Series) _____ (Grade)

☐

b. New Position _____

☐

c. Other (explain) _ Recruitment _____

5. Classification Action

Position Title and Series Code

Grade

Initials

Date(mm-dd-yr)

a. Post Classification Authority

b. Other HR/OE

Gardener, FSN-1310

FSN-02

HR/OE

2/06/2020

c. Proposed by Initiating Office

6. Post Title Position (*If different from official title*)7. Name of Employee
Vacant8. Office /Section
Management Officea. First Subdivision
Facility Management

b. Second Subdivision

c. Third Subdivision

N/A

N/A

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Employee_____
Date (mm-dd-yyyy)Employee Signature

Printed Name of Supervisor_____
Date (mm-dd-yyyy)Supervisor Signature

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position

12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Chief or Agency Head_____
Date (mm-dd-yyyy)Chief or Agency Head Signature

Printed Name of Admin or HR Officer_____
Date (mm-dd-yyyy)Admin or HR Officer Signature

13. Basic Function of Position

The gardener is responsible for performing gardening care and grounds maintenance at Mission office facilities including associated agencies, as well as other U.S. Government (USG) owned and leased properties as directed and at the official residences of the Principal Officials at post. Performs other duties as assigned.

14. Major Duties and Responsibilities

Gardening and Grounds Maintenance

90%

- Plans, schedules, and participates in the gardening work as assigned including but not limited to soil preparation, planting, pruning, trimming, staking, cultivating, weeding, transplanting, of trees, lawn turf, shrubs, ground cover, flowers, and hedges. Performs other gardening work as required.
- Prepares soil and plants, cultivate, transplant, fertilize, water, prune, shrubs, trees, flowers, plants to include perennials and annuals, and other vegetation. Mixes topsoil and natural fertilizer applying to grass and flowerbeds as needed.
- May pot and arrange specific flowers and plants for indoor and outdoor display. Develops greenhouse plants for future plantings; recommends removal of sick/dying plants and trees.
- Keeps pedestrian pathways, steps, walkways, green spaces, work areas, roadways, clear of debris, clutter, refuse, and trash. Reviews work in progress for adherence to job application safety regulations, and timeliness.
- Monitors sites and determines the need for fertilizers, soil amendments, and mineral additive. Mixes and applies Post Occupational Safety and Health Officer (OSHA) approved insecticides, and herbicides. Inspects for and eliminates hazards in gardening areas. Identifies diseased plants and infestation and takes proper corrective measures. Spray yards and enclosure for ticks, bugs, ants, termites, and other pests as insects as needed. Maintains awareness of and reviews Materials Safety Data Sheets for all hazardous materials.
- Uses power equipment commonly used in gardening and grounds maintenance such as tractors and tractor attachments, back hoes, dump trucks, aerial man lifts., fork lifts, cultivators, mowers, edger's, trimmers, blowers, chain saws, wood chippers, rotary tillers, power brooms, pressure washers and sprayers. Makes minor repairs when necessary to include adjustments on power equipment used in gardening, and on gardening tools, sprinkler heads, and hoes, determining sufficient water pressure, or valve and pipe coverage needs.
- Maintains inventory of gardening tools equipment, and/or materials to ensure sufficient supplies are available and items are in serviceable condition.
- Communicates with customers regarding needs for landscaping, lawn service, and grounds keeping work.
- May direct the work of other laborers to assist.

Other Duties Assigned

10%

- Escorts visitors, outside contractors and non-cleared employees at post when required.
- Operates USG motor vehicles. If required, assist in the assembly and dismantle of event platforms, chairs, tables, and temporary weather screening and enclosures.

Incumbent serves as an incidental operator of official vehicles and meets all requirements outlined in 14 FAM 433.



****Note: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

15. Qualifications Required for Effective Performance

a. Education

Completion of primary school is required

b. Prior Work Experience

A minimum of two (2) years of gardening experience is required.

c. Post Entry Training

Job holder will receive training on U.S. Government (USG) safety standards, including identifying and applying different types of fertilizers and pesticides that are OBO/SHEM approved. Training is expected to be completed within 30 days of employment.

d. Language Proficiency: List both English and host country languages(s) proficiency requirements by level (II, III) and specialization (sp/read).

English level I (Rudimentary knowledge) Reading/Writing/Speaking is required.

Vietnamese level II (Limited knowledge) Reading/Writing/Speaking is required.

e. Job Knowledge

Good working knowledge of how to plant/ transplant shrubs, flowers etc. typical for the area required. Maintenance of gardens and lawns using knowledge of gardening and swimming pool cleaning techniques are required. Good working knowledge of Overseas Building Operations (OBO) FAM and FAH regulations pertaining to grounds maintenance and procedures, Standard Operating Procedures (SOP).

f. Skills and Abilities

- Ability to physically able perform arduous tasks as well as work independently.
- Ability to use hand tools and operate motorized equipment and vehicles, such as mowers, sprinklers, etc. Ability to use all gardening tools and swimming pool, cleaning equipment.
- Must be able to lift and move objects weighing up to 50 pounds. Must be able to wear personal protective equipment such as eyewear, and safety shoes.
- Must be able to perform assign tasks in all types of weather, and environmental weather conditions to include at times severe cold, extreme heat, wet or dry weather conditions, and high winds.
- A valid driver's license is required.

16. Position Element

a. Supervision Received:

Receives direct supervision from the Maintenance Supervisor or designee.

b. Supervision Exercised:

N/A

c. Available Guidelines

- Basic verbal instructions, directives, and guidelines from the supervisor, team lead, and Facility Manager,
- 15 FAM Regulations, Standard Operating Procedures (SOP's), Safety, Health, Environmental Management (SHEM) Guidelines.
- local practices and regulations.

d. Exercise of Judgment

Some judgment is exercised in planting, treatment of gardens, and choice of fertilizer, or insecticide. Must exercise sound judgment and safety procedures for his/her own safety and that of others while using powered and/or motorized gardening equipment, planting seeds, applying pool chemicals, and cleaning the pool shield and deck.

e. Authority to Make Commitments:

N/A

f. Nature, Level, and Purpose of Contacts

Daily contact with all Embassy/Consulate sections, supervisors and other colleagues, landlords, vendors, contractors, as well as with employees at assigned residences for the purpose of coordinating and executing daily activities.

g. Time expected to Reach Full Performance Level

Three months.